	Effective Date:	02-25-2020
	Policy #:	G-09
	Supersedes:	03-04-2019
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PURPOSE

This policy establishes guidelines for proper attire in the workplace for Department of Licensing and Regulatory Affairs (LARA) employees.

POLICY

LARA employees must maintain a neat, clean, well-groomed, and professional appearance that is appropriate for their job functions. Attire should always be appropriate to the work to reflect a professional image of the department.

GUIDELINES

LARA employees shall dress appropriately for their day, their job and their work area. Business professional and/or business casual clothing is expected.

Any work or positions that are public facing, such as receptionists, require business professional attire. (Appropriate **business dress** typically includes slacks or khakis, **dress** shirt or blouse, LARA open-collar or polo shirt, optional tie or seasonal sport coat, a **dress** or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or **dress** shoes)

Meetings with legislators, business partners, or stakeholders, non-State of Michigan employees, or any external attendees require business professional attire.


Hearings require business professional attire.

Business casual clothing, including jeans, may be worn on any day of the week if the employee does not have any external meetings.

Examples of acceptable clothing include, but are not limited to the following –

- Jeans, capris, slacks, khakis, corduroys, conservative-length dresses and skirts
- Dress shirts or blouses, sweaters, polo shirts, blazers
- Clothing available for purchase at the LARA store
- Loafers, boots, flats, heels, dress sandals, casual or leather shoes

Clothing is expected to reflect the department and your professionalism.

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STANDARDS

- Clothing should be neat, clean, wrinkle-free, and not excessively worn, faded, ripped, frayed or have holes.
- LARA employees shall dress appropriately for their day, job and work area.
- Employees and managers must use their professional discretion as to appropriate attire.
- Employees performing field work are expected to maintain a neat, clean, well-groomed and professional appearance that is practical to the work and work setting.
- Examples of unacceptable clothing include, but are not limited to the following –
 - Sweatpants, sweatshirts or hoodies, exercise clothing, wind/track suits, shorts, yoga pants, casual t-shirt, logoed athletic wear
 - Hats or ball caps, unless appropriate for field work
 - Slippers or flip flops (open-toed sandals are allowed)
 - Halter tops, midriff tops, or see through clothing
 - Clothing with offensive or inappropriate messages or images

PROCEDURE

LARA employees may purchase attire that bears the LARA logo, at their own expense, and wear it while working.

<https://lara.uniqueemb.com/>

ENFORCEMENT

1. Supervisors and managers are responsible for ensuring that their employees comply with the guidelines of this policy.
2. Employees who report to work dressed in an unacceptable manner shall be sent home and directed to return to work in proper attire within a reasonable time frame. Charges may be made against the employee's annual leave credits or lost time.
3. Repeated violations may result in further discipline, up to and including dismissal.

CONTACT

Questions or concerns regarding this policy should be directed to Human Resources at 517-241-1196.